

**MEDINA COUNTY DISTRICT LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING**

**September 19, 2022**

The Medina County District Library Board of Trustees met in regular session on Monday, September 19, 2022, at Medina Library. With a quorum present, President Ryan Carlson called the meeting to order at 6:01 p.m.

The Board of Trustees observed a moment of silence for Robin Rashid, Collection Resources Page, who had passed away on September 10, 2022.

**Roll call:** The following members were present: Ryan Carlson, Brian Harr, William Koran, Caleb Parker, and Kyle White. The following members were absent: Dr. Maria Griffiths and Mark Krosse.

Library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Officer; Suzie Muniak, Assistant Director; Tina Sabol, Community Engagement Manager; Sue Schuld, Technology Services Manager; and Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary.

**Approval of the Agenda:** Mr. Harr motioned, and Mr. Koran seconded the motion to approve the agenda. The agenda was approved unanimously.

**Recognition of Guest and Comments from the Public:** Mr. Carlson welcomed all in attendance. There were no comments from the public.

**Disposition of Meeting Minutes:** Mr. Koran motioned, and Mr. Parker seconded the motion to approve the July 18, 2022, regular meeting minutes. The minutes were approved.

**Approval of Financial Report:** Mr. Parker motioned, and Ms. White seconded the motion to approve the July and August 2022 financial reports. The financial reports were approved unanimously.

Fiscal Officer Kelly Conner highlighted that August 2022 receipts totaled \$383,933 while expenses totaled \$839,564. There was an unexpended cash balance of \$19,138,518 less outstanding encumbrances of \$5,562,533. This leaves an ending unencumbered balance of \$13,575,965 in all funds. General Fund revenues are up 6.7% over prior year-to-date and are at 92.5% of the budget versus a target of 67%. General Fund expenses are up 14.2% compared to prior year-to-date and are at 55% of the budget versus a target of 67%.

August 2022 PLF came in at \$329,618. This is \$10,974 higher than prior year and \$29,758 higher than budgeted. Year-to-date PLF is up 8.7% over last year and 21% over budget.

August 2022 investments earned \$25,453 with a principal balance of \$19,287,579 in bank accounts and investments at an average weighted interest rate of 1.675%. Year-to-date interest totals \$79,029 as compared to prior year to date of \$64,818.

**Director's report:** Director Julianne Bedel highlighted that circulation for August 2022 was up 9.67% compared to August 2021. Door count was up 19.37% for the same period. Computer usage was up 27.64%. The number of patrons attending programs was up 107.69%. Looking at the past six months across all categories, usage isn't showing anything out of the ordinary. The numbers continue to show anticipated seasonal fluctuations. Starting in 2023, we will focus on year-over-year comparisons that were standard prior to COVID, instead of six-month rolling periods that were implemented after re-opening in 2020.

Ms. White inquired as to how the Library keeps track of the number of patrons. Ms. Bedel responded that there are automatic door counters with lasers that count the number of patrons going in and out of the public entrances.

Curbside and pick-up locker demand remains low but steady. The Library continues to distribute COVID-19 test kits when the state provides them.

The Summer Reading Game concluded in August with 6,407 children registering and 1,325 teens participating. This was an increase of 114% and 33.84% respectively over last year. Many thanks to the Friends of the Library. Their tremendous support of the program enables the SRG finishers to take a book home as a prize.

The strategic plan objectives and draft action items were submitted to NEORLS. They will review the submissions and respond with any questions or concerns. They will then begin to create the finalized documents.

**Communications:** None

**Personnel Report:** Mr. Harr motioned, and Mr. Koran seconded the motion to approve the July and August Personnel Reports. The reports were approved unanimously.

Human Resources highlights from August 2022 included six new hires. Five individuals left our staff this month, and three staff members changed status. There were 23 leaves of absence, with 13 being due to COVID.

The Library continues to expand the ADP Onboarding Module. Fifty-two staff members participated in fire extinguisher training from the Medina Fire Dept. A recommendation to the Personnel Committee will be coming as soon as the Library receives quotes on medical insurance plans for 2023.

There were 29 colleagues celebrating their work anniversaries in July and August, ranging from one year to 26 years! The only milestone anniversary was Medina Page Kim Krzic, who reached five years of service. Thank you, Kim!

**Board Committee Reports:**

**Finance Committee:** No Meeting

**Personnel Committee:** No Meeting  
**Policy and By-Laws Committee:** No Meeting  
**Buildings Committee:** No Meeting

**Unfinished Business:** None

**New Business:**

The presentation by Seville Branch Manager Katie Graefnitz was postponed. The date has not yet been rescheduled.

**Appropriation Transfer in 101 General Fund:** Mr. Parker motioned, and Mr. Hall seconded the motion to transfer appropriations in the 101 General Fund to move \$20,500 from the 101.5.8900 Contingency Account to the 101.5.5510 Computers, Furniture, and Equipment Account for the purchase of printer/fax/copiers.

**Resolution 22-11:** The Medina County District Library Board of Trustees hereby approves the following transfers in appropriations in the 101 General Fund:

<b>To:</b>	101.5.5510 Computers, Furniture & Equipment	\$20,500.00
<b>From:</b>	101.5.8900 Contingency	\$20,500.00

The motion carried unanimously.

**2023 Library Closings:** Mr. Koran motioned, and Mr. Harr seconded the motion to approve the 2023 Library Closings.

**Resolution 22-12:** The Medina County District Library Board of Trustees approves Policy BRD-05 Library Closings for 2023. The motion carried unanimously.

**Donations:** Mr. Parker motioned, and Ms. White seconded the motion to approve the following donations for July and August:

July:

1. Jo Fredell Higgins: Copy of *Mama Mabell: The Duck of 10 Eggs*
2. Kiwanis Club of Medina: \$84 for children's books

August:

1. Bruce Stegkemper: craft supplies
2. Rachel Blough: \$50
3. Paresh R. Shaw: \$100 for children's toys in Brunswick
4. Kiwanis Club of Medina: \$250 for kindergarten kits
5. Sherri Wells: \$5 for Virginia Wheeler Martin Center
6. Medina Genealogical Society: \$500 for Virginia Wheeler Martin Center
7. Frank and Sandra Hlad: \$25 for Virginia Wheeler Martin Center

The Board unanimously accepted the donations with gratitude.

**Executive Session:** None

**Trustees Comments:**

Ms. White congratulated Director Bedel for being elected as the MLIS Director on the Ohio Library Council Board of Directors. She also congratulated Dave Popeck, Technology Virtual Services Coordinator, on his election to the Digital and Media Services Division and also the Information Technology Division at the Ohio Library Council. She noted the milestone anniversary of Kim Krzic, and the 600 hours of volunteer service of Liz Holtzapple in Lodi. She is impressed by the tremendous growth of the Virginia Wheeler Martin Family & History Learning Center. She sends her condolences to the family of Robin Rashid.

Mr. Parker was pleased with the increased attendance and participation in the Summer Reading Game. He thanked volunteer Liz Holtzapple for her service. He also congratulated Director Bedel on her election to the Ohio Library Council Board of Directors.

Mr. Harr congratulated Director Bedel on her election. He also expressed his condolences to friends and family of Wanda Stewart, who was a member of the Friends of the Library who had recently passed away.

Mr. Koran congratulated Director Bedel on her election. He is pleased that MCDL will have a voice at the state level. He is also impressed with the attendance and participation in the Summer Reading Game.

Mr. Carlson echoed the previous sentiments.

**Adjournment:** There being no further business, Mr. Harr motioned, and Mr. Parker seconded the motion to adjourn the meeting at 6:30 p.m. Motion Carried.

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**Ryan Carlson, President**

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**Brian Harr, Secretary**

NEXT BOARD MEETING  
Monday, October 17, 2022  
6:00 p.m.  
Lodi Library